CHAPTER 84

WARFARE PROFESSION - CRYPTOLOGIC TECHNICIAN

(Sponsor: NAVY PEOPLE-WFPM WAR PM SO1)

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CHAPTER 84

WARFARE PROFESSION – CRYPTOLOGIC TECHNICIAN

8401. General

This Chapter covers the career regulations for the Cryptologic Technician (CT) Specialisation. Divisional Officers are to ensure access to this chapter is retained as necessary for every member of the CT specialisation.

8402. Entry into the CT Specialisation

The following criteria must be met for entry into the CT specialisation:

a. **Nationality.** It is important to recognise that the nature and sensitivity of the work on which CTs are engaged necessitates certain specific nationality criteria being imposed. These are as follows:

(1) CTs must be British for entry to the specialisation and are to have held British citizenship for ten years.

(2) CTs are not to have held any other nationality in the last five years.

(3) CTs' surviving parents (including their partners) are to be solely British.

(4) Any spouse/partner is to be solely British.

(5) Surviving parents of the spouse/partner are to be solely British.

(6) Current or previous Foreign National connections (either by direct family, marriage or extension) will be judged on a case-by-case basis, some of which may preclude entry to the CT Specialisation.

b. **Educational Standards.** GCSE Grade C or higher in English Language and Mathematics.

c. **Visual Acuity.** 6/18.

d. **Hearing.** A Standard hearing of 2:2.

e. **Colour Perception.** A Colour Perception standard of 4.

f. **Age.** Must be between the ages of 16-37 years for direct entry.

g. **Developed Vetting (DV).** DV is the minimum security requirement.

h. **Service.** Candidates must be volunteers for service in ships and submarines.

i. **Language Training.** Candidates must be volunteers for language training, where required, to satisfy the Service need (see Para 8414).

j. **Signal Training.** Candidates must be volunteers for signal development training, where required, to satisfy the Service need Para 8415.

8403. Specialisation Transfer Requirements

In addition to the criteria at Para 8402 branch transfer entrants require the following:

a. Have a minimum of ten years to serve.

b. Be a substantive AB1 who has achieved RPS, or be a LH.

c. Recommended by their Commanding Officer for the CT specialisation.

d. A successful acquaint interview with a Warrant Officer 1 CT or officer who is an ex–CT (copies of the last three Appraisal Reports should be forwarded to the interviewing officer prior to this event). A subsequent letter of recommendation, by the interviewer, should be enclosed within the rating's Service Documents and a copy forwarded to RN CT Spec Ad at HQ MIXG[1].

e. Passed the CT Specialisation Selection Interview. This is convened at HQ MIXG by RNCT Spec Ad.

f. Have Workforce clearance for transfer.

8404. Application Process

An individual must have passed a selection interview before Workforce clearance is authorised. No individual may attend a selection interview without WFPM & CM approval; the following procedure is to be used:

a. **Selection Interview Clearance.** When an individual has been recommended for the CT specialisation in accordance with Para 8403 sub para c, an application requesting permission to proceed to a selection interview is to be submitted iaw Ch 51.

b. Once permission has been granted, the individual's unit is to liaise with RN CT Spec Ad at HQ MIXG to request a selection interview. The Divisional Officer is to forward the following:

(1) Copies of the candidate's Appraisal Reports and Insert Slips covering the last three years.

(2) A copy of Leadership Course results (if completed).

[1] For administrative purposes, HQ MIXG should also be advised of unsuccessful interview results.

8405. CT Specialisation Selection Interviews for Specialisation Transfer Entry Candidates.

Interviews are held at HQ MIXG, dates of which will be made available to candidates by the HQ MIXG.

a. The selection process is of one day's duration and consists of a number of elements to assess a candidate's suitability for transferring to the CT specialisation, culminating in a formal interview. Among the qualities sought are the following:

(1) Aptitude for employment in all relevant CT Unit Establishment positions.

(2) Commitment to the Service.

(3) Capability to meet the standards required of CT training.

(4) Good personal qualities, particularly integrity, stability of performance and no obvious security risks.

(5) Leadership potential.

b. On completion of the selection interview candidates, and their Commanding Officer, will be informed if they have passed or failed. HQ MIXG is also to inform WFPM PM and CMs of the results.

8406. Post Selection Interview Actions

a. **Branch Transfer Manning Clearance.** Once an individual has passed the Selection Interview, workforce clearance to change specialisation is to be requested in accordance with current regulations at Ch 51.

(1) Workforce clearance, if granted, will be valid for two years.

(2) The individual will then be allocated a provisional place on a CTPQC.

b. On receipt of an Assignment Order detailing a candidate for CESM100A, Divisional Officers are to check that the rating meets all the requirements listed at Para 8403.

8407. Passing CT Training

On successful completion of the SIGINT Collection Course (SCC), the following rules will apply:

a. Direct entry individuals leave their original specialisation and join the trained strength of the CT specialisation.

(1) Branch Transfer Entry LHs are to be rated LH CT and adopt one star CT specialisation badges.

(2) Branch Transfer Entry AB1s are to be rated AB1 CT and adopt one star CT specialisation badges.

(3) Once all the criteria at Annex 84A have been satisfied, Direct Entry individuals will be rated AB1 CT.

b. When RPS as a LH CT has been achieved an individual will be awarded a two star CT specialisation badge.

c. Once all the criteria at Annex 84A have been satisfied, an individual will be advanced to LH CT 15 months after the completion of the BCC.

d. When an individual has achieved RPS, their seniority date is to be adjusted to 15 months after the final day of the BCC course.

8408. Source Specialisation Matters

If an individual, having been accepted for Transfer to join the CT specialisation, has not started training but is selected for promotion in their source Specialisation, the following rules will apply:

a. Candidates may attend relevant Leadership courses iaw source Specialisation BRd 3(1) promotion flow charts. Successful loading on to Leadership course is not a pre-requisite for Specialisation transfer

b. Those personnel who are promoted in their source Specialisation between passing the CT specialisation selection interview and commencing CT training can exercise either of the following options:

(1) Refuse promotion and commence CT training as planned.

(2) Accept promotion and remain in their source Specialisation.

c. Once CT training has commenced, Sideways Entry individuals (SEs) will remain in their source Specialisation but will be ineligible for promotion until completion of their basic CT training when subsequent promotion to LH CT will be dependent upon fulfilment of all criteria within the relevant CT specialist career profile.

d. Source Specialisation Submariners will automatically lose Special Service Pay (SM) effective from the first day of basic CT training.

8409. Withdrawal from Phase 1 or Phase 2 Training

a. Initial failure to complete any phase of training may result in back classing at the discretion of the relevant Head of Training. If it is judged that a trainee will be unable to complete any phase or module, however, they may, in consultation with the Commanding Officer HMS Collingwood, be withdrawn from training with the following options:

(1) SEs may return to their source Specialisation at their substantive rate.

(2) DEs will be given career counselling and a suitable Specialisation transfer proposed after consultation with the Warfare Professions Manager.

(3) Discharge SHORE in accordance with Chapter 54.

b. Individuals who wish to withdraw from basic CT training voluntarily may be permitted to do so only after full consultation with HQ MIXG.

8410. Security Clearances

The minimum security requirement for employment in the CT specialisation is for the individual to hold a DV clearance.

a. This requires the individual to have been resident for ten years in the UK. In certain circumstances, however, particularly where the individual is of UK origin, a shorter period may be acceptable. In such cases, an application is to be made to RN PSyA for a waiver of the residency requirement.

b. Depending upon their area of employment, CTs will also need to hold various other clearances throughout their career. For many of these clearances, nationality restrictions will apply (see Para 8402 sub para a).

c. A DV questionnaire will be issued to prospective CTs approximately 12 weeks prior to joining the Service. The preferred method for an application is through the e-forms portal; under exceptional circumstances, however, a hard copy may be submitted. The completed DV questionnaire must be returned to the Defence Business Services National Security Vetting (DBS NSV) before commencing the third week of Phase 1 Training. DBS NSV will not be able to process forms submitted with less than 12 weeks' notice i.e. in time for the CESM100A module at the end of Phase 2a, and those students affected may be unable to continue training.

d. Individuals who have not been granted a DV status cannot complete the CESM100A module of Phase 2a training or begin Phase 2b (Initial Sea Training). Where this is as a result of refusal, rather than administrative delays, SEs will be returned to their source specialisation while DEs can either take the following routes:

(1) Transfer to another specialisation in accordance with Chapter 51.

(2) Discharge SHORE in accordance with Chapter 54.

8411. Loss of DV and/or Special Clearances

The withdrawal of a DV and/or the suspension/removal of Special Clearances will severely restrict an individual's employment/assignment potential as a CT by rendering the individual unemployable in designated specialisation positions. This could adversely impact the individual's Naval career. The decision to remove or suspend DVs or Special Clearances rests with RN PSyA and the relevant controlling authorities respectively. Such decisions are made on a case-by-case basis and the impact on the individual will generally depend on the reason for suspension/withdrawal. A range of options for future employment will be considered, involving a degree of personal preference where possible. For serving CT individuals who have lost their DV and or special clearance the following will be considered:

a. Transfer to another profession or specialisation in their substantive rate, within the constraints of Specialisation transfer regulations (Chapter 51).

b. For those within their final two years' service, or who elect to submit 12 months' notice following the removal of the DV, employment in existing rate in an 'out of specialisation' position, if a suitable one is available, until completion of career or engagement or period of notice.

c. For SEs, reversion to source specialisation at the rate held before transfer to the CT specialisation.

d. Discharge SHORE, in accordance with Chapter 54.

8412. CT Branch Training - Career Progress, Targeted Employment Modules, and Pre Joining Training

Career Progression for CT Branch Ratings is detailed within Annex 84A. In addition to Career training, individuals may be required to undertake some bespoke Targeted Employment Modules (TEMs)/Pre-Joining Training in accordance with the Unit Platform List (UPL), as follows:

a. **Training Performance Statements, Workplace Training Task Books and Role Performance Standard.** On successful completion of the PQC for AB, LH or PO, a CT rating will have attained the Training Performance Statement (TPS) for that rate. Individuals will then be issued with the appropriate Workplace Training Task Book (WTTB). In the subsequent assignment, a rating will be deemed to have achieved Role Performance Standard (RPS) on successful completion of the core career workplace training section of the relevant WTTB (TPS + OJT = RPS) for AB/LH. On achievement of RPS as an AB1, LH or PO, the Warfare Training Co-ordinator must inform the unit Human Resource (HR) administrator in order for the relevant competences (see Annexes for details) to be inputted to JPA. When an individual is advanced to AB1 or LH, the HR administrator is to ensure that a Promotion Authorisation Request (PAR) is sent to the Career Manager, who will authorise the promotion and change the rate on JPA. It is important that achievement of RPS is inputted to JPA before the PAR date, thus stating that the rating has achieved RPS before attempting to be advanced to AB1 or LH. A rating's RPS is defined and owned by the relevant Branch Manager.

b. **Mechanism for Unacceptably Slow Progression.** It is entirely possible that some ratings may not achieve RPS. Within the CT Branch there is no scope to employ individuals who cannot or will not progress themselves beyond AB1. It must be realised that AB1s are employed primarily to gain experience and to advance to a higher rate. It follows, therefore, that the ultimate sanction for those who cannot or will not progress beyond AB1 is an application for administrative discharge on the grounds of un-employability. Within the CT specialisation, an initial warning is set at 12 months from commencement of the WTTB (unless it has been given earlier, supported with unequivocal statements of non-recommendation for advancement in an Appraisal Report). Warnings will then continue 3-monthly, within the Appraisal process, up to an aggregate total of 18 months under warning, whereupon application for administrative discharge on the grounds of un-employability will be sought.

c. **Pre Joining Training.** PJTs are the method of training CT ratings for a specific role, prior to joining a sea-going unit, as required by the UPL. Whilst undertaking a PQC, a rating who has been assigned to a unit in a position which requires the PJT will be booked on the course, which will commence on completion of all other modules of the PQC. The following outcomes are possible:

(1) **Pass.** Schools are responsible for conducting PJTs and are to report successful completion and ensure that HR administrators input the relevant competences to JPA.

(2) **Failure.** In the event of failure, a written report is to be forwarded by the School to the individual's parent unit. The individual may be considered for Discharge SHORE, in accordance with Chapter 54 or, in the case of LH, immediately warned formally for reversion by the parent unit. As PJTs are taught at the end of a PQC pipeline, the rating will have to wait until the end of the next training pipeline before re-commencing the PJT.

(3) **Second Failure.** After a second failure, LH or above will be subject to reversion for unsuitability. Ratings who fail a PJT a second time are not to be employed in any UPL position number that requires that competence and are not to attempt that PJT for further 12 months. The rating's parent unit is to assess the individual's employability. If deemed unemployable, the matter is to be referred to the relevant Warfare Ratings Professions Manager.

(4) **Taskbook.** On completion of the PJT, the rating may be required to complete a separate PJT TB, which will be issued in loose leaf format and is to be included in their WTTB.

d. **TEMs.** In addition to WTTB, LHs attending TEMs will also be issued with the relevant On Job Training TB in loose leaf format for inclusion in their current WTTBs.

e. **Completion of AB1 CBRNDC Task Book.** The CBRNDC task book is to be issued upon a person's first sea assignment, irrelevant of the Rate/Rank and should be completed within 6 months, considerations of a ship's maintenance period can be taken into consideration. Failure to complete the Task book within 6 months, requires the divisional warning system to be utilised iaw BR3.

f. **Attendance on Next Higher Professional Qualifying Course.** A rating will not be eligible to attend the PQC for a higher rate unless the individual is in date for the Annual RPS Check in the lower rate. The PQC and LRLC/SRLC should normally be undertaken as a package. The Selection Signal will be the trigger for the CM to load candidates on a PQC and relevant leadership course. It will not be possible to achieve this for every individual immediately, but priorities must be amended to achieve commencement of, at least, PQC within 12 months of selection. On implementation, it is possible that a surge in applications may exceed available places. The Career Manager's judgment will be required to manage points of excessive demand.

g. **Failure to Complete Professional and/or Leadership Course.** Refer to Ch 67 for rules on the impact on a rating's promotion if they fail to complete PQC and/or LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (outwith own control) or non-service reasons (within own control). If the LH or PO PQC is refused, Para 6911 will apply. In the event of failure during a LH or PO PQC, Para 6910 will apply.

h. **RPS Lead Authority.** A database of LH CT level tasks will be maintained by CT TE WTG and made available to each unit employing CTs as required. When units need to conduct an RPS check OiC CT TE WTG should be contacted to issue a selection of general task questions. Additional oral questions are then to be added by the employing unit to probe the CT's knowledge of their own ship/unit and operational experience.

8413. JPA Recording - Competences, Annual RPS Check.

a. **Recording of Competences.** Once a CT rating has successfully completed a PQC, WTTB, PJT/TEM and achieved RPS, that competence is to be input to JPA by the appropriate unit HR administrator.

b. **Annual RPS Check.** All personnel are expected to remain at RPS while building experience towards promotion. HQ MIXG will define and regulate the standards required to pass an Annual OPS Check and will promulgate them to Fleet Units. Guidance on the process of conducting RPS checks is given in BRd 1984 - Warfare Training Regulations.

(1) Maintenance of RPS is to be monitored through an Annual RPS Check process co-ordinated by the Warfare Training Co-ordinator, who is to ensure that sufficient opportunities are provided for this purpose within the constraints of the workforce planning cycle.

(2) In exceptional circumstances some individuals may be unable to achieve the mandatory RPS checks. Where this is the case, HQ MIXG (RN CT Spec Ad) should be consulted for advice.

(3) An Annual RPS Check is not a pre-selection requirement.

(4) An Annual RPS Check is a pre-requisite for all promotion career courses for AB-LH and LH-PO.

(5) RPS qualifications will be checked on attendance of PO PQC. Ratings who are not in date for an Annual RPS Check will be returned to Unit.

8414. Appraisal Reports

a. **Appraisal Reports.** Appraisal Reports are required in order to provide Selection Boards with details of an individual's performance and suitability for promotion. Appraisal Reports are to be raised annually (31 Jan for all LH; 31 Mar for PO and 30 Sep for CPO). Individuals who cannot maintain RPS, or who receive an unequivocal statement of 'non-recommendation' in an SJAR appraisal, must be given a clear plan of action to remedy the situation. This plan must be summarised in the report. If no clear improvement is forthcoming within 3-6 months, individuals should be issued with a formal Divisional Officer, HOD or Commanding Officer's warning for inadequacy. In cases where a warning has been issued and an individual has not achieved or maintained RPS within the 3-6 month period, the relevant Professions Manager is to be consulted for advice.

b. **SJAR Recommendation.** If an individual has been awarded a positive recommendation for promotion ('Exceptional', 'High' or 'Yes' recommendation for 'Promotion - 1 Rank Up' on SJAR by final RO) in the last SJAR and, since that report, has become eligible in all other respects for selection, they will be placed before the Selection Board. Where an otherwise fully eligible candidate has received an SJAR assessment of 'Insufficient Knowledge' at last report, presentation before the next Board will be determined by the Promotion Section using the previous report recommendation. Ratings may be deemed as 'developing' at the annual reporting stage, but this should not be based solely on not having achieved OPS.

8415. Language Training - Aptitude Test

Ratings selected for CT training will undergo the Modern Languages Aptitude Test (MLAT) during basic training (CESM100A) - results will be recorded and held within Training Delivery Division (TDD) at JITG Chicksands and CT TE WTG. Language training will be provided only in order to satisfy a Service need. When such a need is identified, CTs with an appropriate MLAT score will undergo further assessment of their commitment, attitude and suitability - success at which is a prerequisite for a language training assignment.

8416. Signal Development Training

Signal Development (SD) is an advanced, intensive, non-language, communications signals analysis skill. SD training will be provided only in order to satisfy a Service need and requires the individual to pass an aptitude assessment process as a pre-requisite.

ANNEX 84A

CRYPTOLOGIC TECHNICIAN (CT) PROMOTION FLOWCHART

ENTRY AFTER 1 NOV 06 (DIRECT ENTRANT) / 1 SEP 07 (SIDEWAYS ENTRANT)

Table 84A-1. AB(CT)2 (Analyst)

Requirement	Competency	Proficiency Level	Notes
Completed New Entry Training			
Modern Languages Aptitude Test (MLAT) administered in Phase 2 induction week. If successful, trainee is streamed for Linguist training			
Completed MWS CESM 100 Training			
Completed DITG CHICKSANDS SIGINT COLLECTION COURSE Training.	Intelligence|SSB Data Acquisition (DA)|Joint|	Proficiency level 1	
Completed Basic CESM Course Training.	Professional|RPS for AB1 CT|Navy|		RPS will be in force Q4 2024.
Completed Phase 2 Training. Awarded one star CT Specialisation badge.			
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).			

ABLE SEAMAN CRYPTOLOGIC TECHNICIAN 1 (CT) (Analyst)

Table 84A-2. AB(CT1) to LH(CT)

Requirement	Competency	Notes
Completed Equipment Course if assigned to T45 Platform for consolidation.		
AB-LH CT TB issued (WTTB Issued on completion of equipment Course).		
Must spend a minimum of 9 months completing WTTB's at an operational Unit, in which SJAR must be raised by unit SP is assigned to with recommendation for advancement to LH at CPD date.		
Advancement to LH CPD 15 months since completion of Basic CESM Course.		
Completed CT TB at RPS as LH CT, authorised by Warfare HOD.	Professional|RPS for LH CT|Navy|	Awarded 2-star CT specialisation badge
LRLC completed and recorded.	Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|	Para 7703 sub para g and sub para h).
Recommended for advancement on Appraisal Report at (CRD).		
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).		

Advanced to LH(CT)

Table 84A-3. Petty Officer (CT) Pre-Selection Requirements

Requirement	Competency	Notes
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD		Para 6703 b sub para (5)
Recommended for promotion on Appraisal Report at CRD		

Table 84A-4. Petty Officer (CT) Pre-Promotion Requirements

Requirement	Competency	Notes
Completed SRLC	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|	
Passed PO PQC by nominated CPD+12 months (awarded PO specialisation badge (Crown))		
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later)		

Promoted to PO(CT)

Table 84A-5. Chief Petty Officer (CT) Pre-Selection Requirements

Selection Requirements for CPOCT		
Requirement	**Competency**	**Notes**
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD		Para 6703 b sub para (5)
Completed SRLC	Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|	
Recommended for promotion on Appraisal Report at CRD		
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later)		

Table 84A-6. Chief Petty Officer (CT) Pre-Promotion Requirements

Requirement	Competency	Notes
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later)		

Promoted to CPO(CT)

Table 84A-7. Warrant Officer 2 (CT) Pre-Selection Requirements

Requirement	Competency	Notes
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD		Para 6703 b sub para (5)
EFP. Must have achieved minimum Level 2 FS (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA		Para 9634
Recommended for promotion on Appraisal Report at CRD		

Table 84A-8. Warrant Officer 2 (CT) Pre-Promotion Requirements

Requirement	Competency	Notes
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later)		
Satisfy terms of Assignment Order issued by Promotion Authority		

Promoted to WO2(CT)

Table 84A-9. Warrant Officer 1 (CT) Pre-Selection Requirements

Requirement	Competency	Notes
Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD		Para 6703 b sub para (5)
EFP. Must have achieved minimum Level 2 FS (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA		Para 9634
Recommended for promotion on Appraisal Report at CRD		

Table 84A-10. Warrant Officer 1 (CT) Pre-Promotion Requirements

Requirement	Competency	Notes
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later)		
Satisfy terms of Assignment Order issued by Promotion Authority		

Promoted to WO1(CT)